

JIS DISPLAY

TABLE OF CONTENTS

	Page
◆ Introduction	1
➤ Non-Civil Cases	2
➤ Civil Cases	2
➤ JASS (Judicial Accounting Sub System)	2
◆ JIS Commands/Screens	3
◆ The JIS Main Menu	4
◆ Searching for Non-Civil Cases (SNCI)	8
◆ Searching for Civil Cases (CNCI)	11
◆ JIS Screens	14
➤ CDK - Case Docket Inquiry Screen	14
➤ CIVI - Civil Case Filing Inquiry Screen	16
➤ CVJI - Civil Judgment/Disposition Inquiry Screen	18
➤ DND - Defendant Name Duplicate Inquiry Screen	20
➤ NCC - Non-Civil Case Filing Inquiry Screen	22
➤ NMD - Name Duplicate Screen	24
➤ PAR - Participants Inquiry Screen	26
➤ VIO - Additional Violations Inquiry Screen	28

JIS DISPLAY

INTRODUCTION

The Judicial Information System (JIS) should be used for a statewide search for felony, gross misdemeanor, misdemeanor, infraction, domestic violence related, harassment, and family related cases with a person name type code of IN. The IN Person name type code assigned by the system tracks people and links them to their civil (includes domestic violence related, anti-harassment, family related, custody, and dissolution) criminal, and juvenile cases. A search for cases with an IN person type name code may be launched using the statewide command of SNCI or CNCI with the person name type code IN.

In addition, a civil and small claims search within the district and municipal courts may be launched using the CNCI command with a person name type code of CV. Civil person records are NOT statewide but are court specific only. Use the CNCI command to search for civil cases on a court-by-court basis.

When a SCOMIS case number is found in a JIS search, details may be viewed using the *SCOMIS Display* section of this manual or contacting the court directly for additional information about a case.

JIS allows the court to process cases from the initial filing to closure, incorporating such tasks as case filing, calendaring, case maintenance, and accounting. For superior courts, this information may be retrieved using both the *JIS Display* and the *SCOMIS Display*.

District and municipal courts began use of the JIS System in a staggered conversion approach from 1983 through 1999. Specific court implementation dates are available on-line.

Superior courts began use of the JIS System in a staggered approach from 1994 through 1995. Specific court implementation dates are available on-line. Superior courts began use of the SCOMIS System beginning in 1977. The SCOMIS implementation dates are located on page 6 of the *SCOMIS Display* section.

In district and municipal court certain case types are eligible for archiving to off-line storage two years after the disposition date. SCOMIS cases are eligible for off-line storage 18 months after case completion. An archived case can only be restored by the court. You may contact the courts directly for further information regarding the archiving and destruction of records.

JIS is made up of three separate systems: Non-Civil Cases, Civil Cases, and JASS (Judicial Accounting Sub System).

NON-CIVIL CASES

Non-civil cases are based on a **statewide person-centered system**. Persons are added to the JIS and then cases are linked to the person record. To access a non-civil case, you must know either the case number or the name of a person associated with the case. Non-civil cases include criminal, infraction, domestic violence, and anti-harassment cases. Non-civil cases in the district and municipal courts have a unique person name code type of IN.

CIVIL CASES

District and municipal court civil cases are based on a **court-specific system**. Civil parties are added to civil cases within a court. Civil parties are not shared statewide by other JIS courts. To locate civil cases for a party, you must sign on to a specific court and then search for the case in that court. Civil cases include small claims, domestic violence, vehicle impounds, name changes, anti-harassment petitions, and lien foreclosures. Civil cases in the district and municipal courts have a unique person name code type of CV.

JASS (JUDICIAL ACCOUNTING SUB SYSTEM)

This accounting system is used by courts to handle cases and monies associated with a case. Codes and implementation dates for JASS are located on line.

JIS COMMANDS/SCREENS

COMMAND	TITLE	WHEN TO USE COMMAND
CDK	Case Docket Inquiry	To view a chronologic record of case activity for civil or non-civil cases in a district or municipal court.
CIVI	Civil Case Inquiry	To view filing information for a civil case including all parties in a district or municipal court.
CNCI	Court Name/Case Index	To view a list of civil cases for one or more persons in a specific district or municipal court.
CVJI	Judgment Disposition Inquiry	To view all civil judgments for civil cases in a district or municipal court.
DND	Defendant Name Duplicate	To view names, name codes, and defendant identifying data that are possible matches to search criteria entered in the Command Area.
MAM	Main Menu	To display a list of public access commands.
NCC	Case Filing Inquiry	To view filing information for non-civil cases in a district or municipal court.
NMD	Name Duplicate	To view names and name codes of individuals that are possible matches to search criteria entered in the Command Area.
PAR	Case Participants Inquiry	To view a list of participants in a civil or non-civil case.
SNCI	State Name Case Index	To view a statewide list of non-civil cases associated with a Person record.
VIO	Additional Violations Inquiry	To view filing information for all violations in a non-civil case in a district or municipal court.

THE JIS MAIN MENU

The JIS Main Menu is the first screen that displays in the JIS system. This screen is used to:

- Enter commands to search for information.
- Enter a court identifier to access JIS case information for a specific court.
- Initiate a statewide search for persons or cases in the JIS system

The diagram shows the JIS Main Menu screen with the following sections and labels:

- Message Line:** Points to the top status bar containing system information like 'D0377I Public Access Security Lev 01 signed on' and 'DG0000SX 06/25/99 09:40:01'.
- Navigator Command Area:** Points to the menu options such as 'CDK View a Case Docket', 'CNCI Person Case Search w/in court *SW', etc.
- Screen ID & Court:** Points to the header area showing 'DM1002MX JIS Main Menu (MAM)' and 'STATEWIDE COURT DB2P PUB'.
- Sign On Area:** Points to the input fields for 'Case: _____', 'Name: _____', and 'NmCd: _____'.
- Function Keys for JIS:** Points to the bottom section detailing PF keys: 'PF7 - Page Backward, PF8 - Page Forward, PA1, PF12 - Cancel, PF1 - HELP'.

```

D0377I Public Access Security Lev 01 signed on   DG0000SX 06/25/99 09:40:01
DM1002MX JIS Main Menu (MAM)                   STATEWIDE COURT DB2P PUB
Case: _____                               StID: _____
Name: _____                               NmCd: _____
-----Sign On-----
Court: *SW   User ID:   PUB

-----Case Displays-----Person Searching-----
CDK View a Case Docket          CNCI Person Case Search w/in court *SW
CIVI View a Civil Case          DND Defendant Person Name Selection
CVJI View Civil Case judgments  NMD Person Name Selection
NCC Non-Civil Case              SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional violations

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1, PF12 - Cancel, PF1 - HELP
  
```

FIELD DESCRIPTIONS

MESSAGE LINE

Messages are displayed when:

- More information is required to access a screen.
- Information typed in the navigator area is not correct or is incomplete.
- Insufficient security exists to display a particular screen.

Three types of messages are provided:

- **Informational Messages** display a message number followed by the letter "I" (for informational). These messages often provide paging information. Messages such as *"D0030I Beginning of Selection"* indicate there are additional pages of information. Messages such as *"D0031I End of Selection"* advises the user that the last page of an index list is currently being displayed. When using the **PAGE UP** key to exit a screen a *"D0097I Operation cancelled by operator; no change"* message displays.
- **Warning Messages** display a message number followed by the letter "W" (for warning).
- **Fatal Messages** display a message number followed by the letter "F" (for fatal). Fatal messages cannot be overridden by the user. An example of a fatal message is: *"D0272F Case does not exist."* This means the case the user is attempting to access has not been filed or the case number is wrong. It could also mean that the case does not exist in the court currently being accessed.

Occasionally, while on a JIS screen, the message "Please Select a Case" may display. This message disallows you from further action. You must either select a case with **X** or press the **F12** key one or more times to break out of this situation.

SCREEN ID AND COURT NAME AREA

The Screen ID displays the name and number of the screen and the command used to acquire the screen. When first signing on to JIS, the system displays the JIS Main Menu (MAM), and the *SW (statewide) court. To access information, the Court ID must be entered in the Court Field in the Sign-On area of the JIS Main Menu.

NAVIGATOR COMMAND AREA

A three- or four-letter command is typed in the Navigator Command Area to identify the screen you wish to display.

CASE FIELD

The Case Field is made up of three parts:

- Case number
- Law enforcement agency code (LEA code)
- Case type code

When accessing a case, it's not necessary to enter the law enforcement agency code or case type code. The Case Number Field is usually sufficient to identify a case. If there are two cases with the same case number, the system will display a selection box listing the duplicate case numbers with their LEAs and case types. You can select the appropriate case by placing an **X** in the action box beside the case number.

NAME FIELD

The Name Field is used in searching to specify the name of an individual person, an attorney, an official, or an organization. When typing a name in this field for an individual or an official, use the following format:

Smith, John [lastname<comma><space>firstname]

If you include hyphens, apostrophes, and/or spaces in the name, you may also want to search again without those special characters.

NmCd FIELD

A name code is automatically assigned by the system to every person or organization entered into JIS. This name code uniquely identifies that person or organization.

The Name Code Field consists of either IN or CV. IN denotes individual, and CV denotes civil. These name code types are used in conjunction with a JIS search. The SNCI command will retrieve only IN type person related cases, and the CNCI command will retrieve only CV person related cases within a specific court and only for district and municipal courts.

SIGN-ON AREA

This field is used to identify a particular court. The JIS courts, identifiers, and implementation dates are on line in the *JIS Manuals* selection on the TPX Menu. Superior courts, identifiers, and implementation dates are located in the *SCOMIS Display* section of this manual.

When first signing onto JIS, the system defaults to *SW (statewide) in this field.

SEARCHING FOR NON-CIVIL CASES (SNCI)

The non-civil case search in the JIS system is a statewide search. Case information which is shared statewide relates to criminal, infraction, domestic violence, and anti-harassment cases.

When you first display the JIS Main Menu, *SW is displayed in the Court Field which indicates you are currently accessing statewide information. There is no statewide court, but person and certain case information is shared statewide. Without changing the Court Field, you can search for statewide persons and cases.

It is not necessary to identify a specific court if you are searching for a statewide case or person in JIS. It is necessary to identify a specific court *only* when accessing a specific case number in a "non search mode."

TO INITIATE A STATEWIDE SEARCH, TYPE THE FOLLOWING AT THE JIS MAIN MENU:

1. **SNCI** in the Navigator Command Area
2. The name or partial name of the person to be located in the Name Field
3. Press **ENTER**

```
D0377I Public Access Security Lev 01 signed on DG0000SX 07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM) STATEWIDE COURT DB2P PUB
snci Case: _____ StID: _ _ _ _ _
Name: martin, r _____ NmCd: _ _
-----Sign On-----
Court: *SW User ID: PUB
```

JIS MAIN MENU (MAM)

Note: The name should be typed in the following format: Martin, R (do not use a middle name or initial). If you include hyphens, apostrophes, and/or spaces in the name, you may also want to search again without those special characters.

The Name Duplicate (NMD) Screen will appear displaying a list of names beginning with the name requested. Use the information displayed on the screen to identify the desired individual(s).

```

07/07/99 10:28:07
DG1051MI Name Duplicate (NMD) STATEWIDE COURT DB2P PUB 1 of 1
SNCI Case: _____ StID: _____
Name: MARTIN, ROB _____ NmCd: IN

x Name: MARTIN, ROB ALLEN Sex: M Ht: 6 1
NmCd: IN Race: W Wt: 190
DOB: 05/22/1972 Phy Desc: SSN# 534761437

- Name: MARTIN, ROBBIE JAY Sex: M Ht: 5 11
NmCd: IN Race: W Wt: 150
DOB: 08/18/1972

- Name: MARTIN, ROBBYNNE J Sex: F Ht: 5 3
NmCd: IN Race: W Wt: 108
DOB: 05/01/1952

- Name: MARTIN, ROBERT Sex: M
NmCd: IN Race: W
DOB: 04/09/1930

```

NAME DUPLICATE (NMD) SCREEN

Place an **X** next to the name you want a list of cases for, and press **ENTER**. The State Name/Case Index (SNCI) Screen will appear for the selected name.

```

07/07/99 10:33:08
DG1131MI State Name/Case Index (SNCI) STATEWIDE COURT DB2P PUB 1__ of 1
Case: _____ StID: _____
Name: MARTIN, ROB ALLEN _____ NmCd: IN

Name: MARTIN, ROB ALLEN NmCd: IN
  Crt Seal
  ID Sts - Case/LEA/Type - Case Status Party Vio / Fil
  -- Date --
- CAS 12428 LIQ CN CL DEF 01 09/14/1990
- CAS 143026 SNO CT CL DEF 01 09/07/1990
- CAS 143332 SNO CT CL DEF 01 10/12/1990
- CAS 149852 SNO CT CL DEF 01 02/22/1991
- CAS 7122401 WSP CT CL DEF 01 08/24/1992
x EVM CR0021352 EPD CT DEF 01 10/14/1997
- EVM CR0023751 EPD CT DEF 01 10/05/1997
- EVM IN0016797 EPD IT DEF 01 08/02/1997
- EVM IN0018788 EPD IT DEF 01 08/22/1997
- EVM 89-002906 EPD IT DEF 01 10/20/1989
- EVM 90-005953 EPD CT DEF 01 06/01/1990
- EVM 90-008108 EPD CT DEF 01 07/31/1990
- EVM 90-008109 EPD IT DEF 01 07/31/1990
- EVM 90-010679 EPD CT CL DEF 01 09/18/1990

```

STATE NAME/CASE INDEX (SNCI) SCREEN

Place an **X** next to the case you want to obtain information on, and press **ENTER**. The JIS Main Menu (MAM) will appear with the case information prefilled in the appropriate fields.

DM1002MX JIS Main Menu (MAM)		EVERETT MUNICIPAL	PUB	07/15/99 10:53:10
→	Case: CR0021352 EPD CT	StID: _ _ _ _ _		
	Name: MARTIN, ROB ALLEN	NmCd: IN		
-----Sign On-----				
Court: EVM	User ID:	PUB		

JIS MAIN MENU (MAM)

Type the name of the screen you wish to see in the Command Field Area, and press **ENTER**. The screen entered will appear. It is not necessary to exit one screen before requesting another. Before exiting a screen, type another screen command in the Command Field Area, and press **ENTER**, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.

The following screens are available for viewing for non-civil cases:

- CDK Case Docket
- NCC Case Filing Inquiry
- ➤ PAR Case Participants
- VIO Additional Violations

Screen descriptions and examples are given in alphabetical order beginning on page 14 of this section, or you can use Help Windows.

Seattle Municipal Court (SMC) Cases

You may see cases for SMC listed on screens for a defendant in JIS. However, cases from that particular court are uploaded into JIS as opposed to actually being filed on the system. You will merely see a case number and name, but cannot access other typical JIS screens for SMC cases. The SMC uploads **ONLY** CN (criminal non-traffic) and CT (criminal traffic) case type information to the OAC--no civil or infraction cases are uploaded.

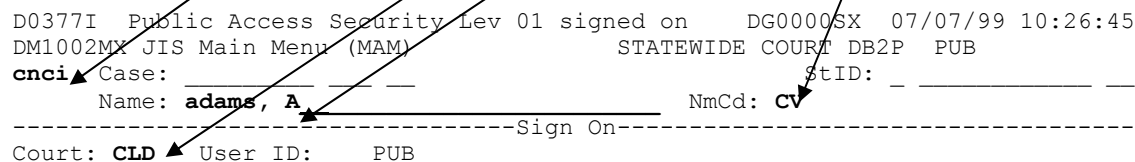
SEARCHING FOR CIVIL CASES (CNCI)

Civil cases are not filed statewide. All civil persons and cases are added and updated by local courts. Civil person records are court-specific, are NOT shared with other JIS courts, and are referred to as CV types. To locate all civil cases statewide for a person, it is necessary to sign onto each court individually.

The civil case search in the JIS system is a court-specific search. Case information which relates to civil cases includes civil actions between parties, small claims, domestic violence, vehicle impounds, name changes, anti-harassment petitions, and lien foreclosures.

TO INITIATE A CIVIL SEARCH, TYPE THE FOLLOWING AT THE JIS MAIN MENU:

1. **CNCI** in the Navigator Command Area
2. Type the name of the person to be located in the Name Field
3. Type the name type code in the first part of the Name Code Field
Note: Place the cursor in the Name Code Field, and press **F1** for a list of Name Codes.
4. Type the Court ID in the Court Field
5. Press **ENTER**



The screenshot shows the JIS Main Menu (MAM) interface. At the top, it displays system information: 'D0377I Public Access Security Lev 01 signed on DG0000SX 07/07/99 10:26:45' and 'DM1002MX JIS Main Menu (MAM) STATEWIDE COURT DB2P PUB'. Below this, the 'cnci' command is entered. The 'Case:' field is empty. The 'Name:' field contains 'adams, A'. The 'NmCd:' field contains 'cv'. The 'Court:' field contains 'CLD'. The 'User ID:' field is empty. The 'Sign On' field is empty. Arrows from the instructions point to the 'cnci' command, the 'Name:' field, the 'NmCd:' field, and the 'Court:' field.

JIS MAIN MENU (MAM)

Note: The name should be typed in the following format: Adams, A (do not use a middle name or initial). If you include hyphens, apostrophes, and/or spaces in the name, you may also want to search again without those special characters.

The Court Name/Case Index (CNCI) Screen will appear displaying a list of civil cases only for the specified court beginning with the name requested. Unlike the SNCI statewide search, identifying information for names is not given.

```

                                07/16/99 09:13:43
DG1011MI Court Name/Case Index (CNCI)   CLARK COUNTY DIST   PUB   1   OF   1
Case: _____ StID: _____
Name: ADAMS, _____ NmCd: CV

Name Type: CV - Civil Person

-- Name ----- Seal
-- Case/LEA/Type-- Sts Party -- Date --
- ADAMS, 'JANE DOE' 242552-03 CV DEF 02 05/05/1995
- ADAMS, AMY 251740-01 CV DEF 01 03/20/1997
- ADAMS, AMY 248254-05 CV DEF 01 07/15/1996
- ADAMS, ANTHONY LEONARD 247248-04 CV DEF 01 04/30/1996
- ADAMS, BARBIE J 400 W EVER 206891 SC DEF 01 12/12/1986
- ADAMS, BERNARD 256502-03 CV DW DEF 01 02/24/1998
- ADAMS, BERNARD & SANDY 230358 CV DEF 01 08/04/1992
- ADAMS, BETTY 215239 CV DW PLA 01 05/01/1989
- ADAMS, BETTY J 254906-02 CV DEF 01 10/31/1997
x ADAMS, BRYAN 264540-01 CV DEF 01 06/30/1999
- ADAMS, BRYAN 233621 SC DEF 01 04/14/1993
- ADAMS, BRYAN CLAYTON 262480-01 CV DEF 01 02/24/1999
- ADAMS, CARMELLA C 93-000445 CV CL PET 01 10/01/1993

```

COURT NAME/CASE INDEX (CNCI) SCREEN

Place an **X** next to the case you want to obtain information on, and press **ENTER**. The JIS Main Menu (MAM) will appear with the case information prefilled in the appropriate fields.

```

                                07/16/99 10:29:17
DM1002MX JIS Main Menu (MAM)           CLARK COUNTY DIST   PUB
Case: 264540-1 CV StID: _____
Name: ADAMS, BRYAN NmCd: CV
-----Sign On-----
Court: CLD User ID: PUB

```

JIS MAIN MENU (MAM)

Type the name of the screen you wish to see in the Command Field, and press **ENTER**. The screen entered will appear. It is not necessary to exit one screen before requesting another. Before exiting a screen, type another screen command in the Command Field Area, and press **ENTER**, or press the Clear key (**PA1**) to return to a JIS Main Menu.

The following screens are available for viewing in a civil case search:

- CDK Case Docket Inquiry
- CIVI Civil Case Filing Inquiry
- CVJI Judgment/Disposition Inquiry
- PAR Case Participant Inquiry

Screen descriptions and examples are given in alphabetical order beginning on page 14 of this section, or you can use Help Windows.

Seattle Municipal Court (SMC) Cases

You may see cases for SMC listed on screens for a defendant in JIS. However, cases from that particular court are uploaded into JIS as opposed to actually being filed on the system. You will merely see a case number and name, but cannot access other typical JIS screens for SMC cases. The SMC uploads ONLY CN (criminal non-traffic) and CT (criminal traffic) case type information to the OAC--**no civil or infraction cases are uploaded.**

JIS SCREENS

CDK - CASE DOCKET INQUIRY SCREEN

The Case Docket Inquiry (CDK) Screen allows you to view a chronologic record of case activity for either a civil or non-civil case in a district or municipal court.

AT THE JIS MAIN MENU:

1. Type **CDK** in the Navigator Command Area
Note: If you search a name using the SNCI or CNCI Command, select a name or case, and press **ENTER**, the information below will automatically prefill in the appropriate fields. Otherwise:
2. Type the case number in the Case Field
3. Type **IN** or **CV** in the first field of the Name Code Field
4. Type the Court ID in the Court Field
5. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on      DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                        STATEWIDE COURT DB2P  PUB
cdk      Case: CR0021352 EPD CT                      StID:  _  _  _
          Name: MARTIN, ROB ALLEN                      NmCd: IN
-----Sign On-----
Court: EVM   User ID:      PUB
```

JIS MAIN MENU (MAM)

The Case Docket Inquiry Screen will appear:


```

D0031I End of Docket                                DD1000PI
                                                    07/07/99 10:36:46
DD1001MI Case Docket Inquiry (CDK)          EVERETT MUNICIPAL      PUB
Case: CR0021352 EPD CT                        StID:  _ _ _ _ _
Name: MARTIN, ROB ALLEN                      NmCd: IN
Name/Title: MARTIN, ROB ALLEN
          DWLS 3RD DEGREE

          Case: CR0021352 EPD CT Criminal Traffic

S 03 03 1998 OTH LS: Held                                JMS
S          Proceedings Recorded on Tape No. 98-1066      JMS
S 03 05 1998 Appearance Bail Marked Payable              400.00 DGP
S          Court Chk Ref 5046 for Bail Refund            400.00 DGP
S          to Payee: ALLWEST BAIL BONDS                  DGP
          COURT CHECK #7550 MANUALLY ISSUED.             DGP
          BAIL REFUND CHECK #7550 MAILED TO ALLWEST BAIL BONDS. DGP
S 04 21 1998 Charge 1: Def. complied with Jail Sentence JMS
S 01 12 1999 Case Removed from Time Pay Agreement 56A 71718 1 CLB
S          Case Obligation Selected for Collections      CLB
S 01 13 1999 Collections: 1st Notice Prepared            RJL
          01 20 1999 POST CARD RETURNED UNDELIVERABLE WITHOUT FORWARDING ADDRESS. CAW
S 02 16 1999 Case Obligation Assigned to AL GORDON & ASSOCIATES for Collec RJL
S          tions                                          RJL

```

CASE DOCKET INQUIRY (CDK) SCREEN

Note: The following non-litigant participant names are excluded from this screen:

ASG	Assignor	FHM	Family Household Member	PYE	Payee
ATY	Attorney	GDF	Garnishee Defendant	RTN	Restitution Recipient
BON	Bondsman	INT	Interpreter	SPA	Special Prosecuting Atty
BRT	Breath Analyzer Tech	MNR	Minor	TDF	Third Party Defendant
CNS	Consolidated Payee	OFF	Officer	TRU	Truant (Sup Ct only)
CRP	Court Reporter	OTH	Other Party	VCT	Victim
DBA	Doing Business As	OWN	Registered Owner	WTD	Witness for Defense
DEB	Dependant (Sup Ct only)	PAR	Parent (Sup Ct only)	WTP	Witness for Prosecution
DIV	Divertee (Sup Ct only)	PRB	Probation Officer		

For field descriptions, place your cursor on the field desired, and press **F1** for Help Windows; press **F3** to exit Help Windows.

When you are done viewing the screen, you may enter another screen code in the Navigator Command Area, and press **ENTER** to view a different screen, press **ENTER** to return to the JIS Main Menu with the name, case, and court information prefilled, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.

CIVI - CIVIL CASE FILING INQUIRY SCREEN

The Civil Case Filing Inquiry (CIVI) Screen allows you to view filing information for a civil case filed in a district or municipal court including the parties and any links to those parties.

AT THE JIS MAIN MENU:

1. Type **CIVI** in the Navigator Command Area
Note: If you search a name using the CNCI Command, select a case, and press **ENTER**, the information below will automatically prefill in the appropriate fields. Otherwise:
2. Type the case number in the Case Field
Note: The LEA portion of the Case Number Field will always be blank for civil cases. The case type is optional. If there are two cases with the same case number, the system will display a selection window to allow you to choose between the cases.
3. Type **CV** in the first field of the Name Code Field
4. Type the Court ID in the Court Field
5. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on   DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                   STATEWIDE COURT DB2P  PUB
civi  Case: 242632-03      CV                      StID:  _  _  _  _  _  _
      Name: larson,      _____ NmCd:  CV
-----Sign On-----
Court:  CLD   User ID:      PUB
```

JIS MAIN MENU (MAM)

The Civil Case Filing Inquiry Screen will appear:

```

                                07/21/99 10:23:13
DC1001MI Civil Case Filing Inquiry (CIV)  CLARK COUNTY DIST  PUB __1 of 1
____ Case: 242632-03 ____ CV  StID:  _  _  _  _
      Name: LARSON, ANN D AKA OLIVIA ANN LAR  NmCd: CV
Case: 242632-03  CV  File date: 05 17 1995  Cause: GS  Goods and Services
Title      : BONDED CREDIT COMPANY V LARSON
            :
Amt of suit:      196.00
-----Parties-----  ----NmCd----  -----Links-----
DEF 1  LARSON, ANN D AKA OLIVIA ANN LAR  CV  GDF  1
DEF 2  LARSON, LYLE D  CV
PLA 1  BONDED CREDIT COMPANY, AN OREGON  CV  ATY  1

```

CIVIL CASE FILING INQUIRY (CIV) SCREEN

Note: The following non-litigant participant names are excluded from this screen:

ASG	Assignor	FHM	Family Household Member	PYE	Payee
ATY	Attorney	GDF	Garnishee Defendant	RTN	Restitution Recipient
BON	Bondsman	INT	Interpreter	SPA	Special Prosecuting Atty
BRT	Breath Analyzer Tech	MNR	Minor	TDF	Third Party Defendant
CNS	Consolidated Payee	OFF	Officer	TRU	Truant (Sup Ct only)
CRP	Court Reporter	OTH	Other Party	VCT	Victim
DBA	Doing Business As	OWN	Registered Owner	WTD	Witness for Defense
DEB	Dependant (Sup Ct only)	PAR	Parent (Sup Ct only)	WTP	Witness for Prosecution
DIV	Divertee (Sup Ct only)	PRB	Probation Officer		

When you are done viewing the screen, you may enter another screen code in the Navigator Command Area, and press **ENTER** to view a different screen, press **ENTER** to return to the JIS Main Menu with the name and case information prefilled, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.

CVJI - CIVIL JUDGMENT/DISPOSITION INQUIRY SCREEN

The Civil Judgment/Disposition Inquiry (CVJI) Screen is used to display civil judgments and/or dispositions for a civil case. This screen is available only in civil case searches.

AT THE JIS MAIN MENU:

1. Type **CIVI** in the Navigator Command Area
Note: If you search a name using the CNCI Command, select a name or case, and press **ENTER**, the information below will automatically prefill in the appropriate fields.
2. Type the case number in the Case Field
Note: The LEA portion of the Case Number Field will always be blank for civil cases. The case type is optional. If there are two cases with the same case number, the system will display a selection window to allow you to choose between the cases.
3. Type the name of the person to be located in the Name Field
4. Type **IN** or **CV** in the first field of the Name Code Field
5. Type the Court ID in the Court Field
6. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on    DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                      STATEWIDE COURT DB2P  PUB
cvji  Case: 242632-03      CV                      StID:  -  -  -  -  -  -  -
      Name: larson,      Sign On-----
-----
Court: CLD   User ID:      PUB
```

JIS MAIN MENU (MAM)

The Civil Judgment/Disposition Inquiry Screen will appear:

```

                                07/21/99 10:25:21
DC1023MI Judgment/Dispo Inquiry (CVJ)    CLARK COUNTY DIST    PUB    1 of    1
----- Case: 242632-03    CV    StID:  _ _ _ _ _
      Name: LARSON, ANN D AKA OLIVIA ANN LAR    NmCd: CV
Case: 242632-03    CV    Case dispo:    Date:
                        Appeal dates Begin:    End :

----- Judgment 1 _ ----- (PF3 for Parties)
      Judgment type : DJ Default Judgment    Date: 08 22 1995    Judge: DJZ
      Judgment dispo:    Date:
      Judgment:    564.21 Amount paid:    Balance:    564.21
-----Item----- Amt to date -----Item----- Amt to date -----Item----- Amt to date
Principal    196.00 Handling    Witness fee
Interest    82.11 Collection    Interpreter
Reas aty fe    125.00 Stat aty fe    50.00 Jury fee
Filing Fee    6.00 Stat damage    Other    82.00
Service    23.10 Notary fee

-----For-----Against-----
PLA 1    BONDED CREDIT COMPANY, AN OREGO    DEF 1    LARSON, ANN D AKA OLIVIA ANN LA
                        DEF 2    LARSON, LYLE D

```

CIVIL JUDGMENT/DISPOSITION INQUIRY (CVJI) SCREEN

Note: The following non-litigant participant names are excluded from this screen:

ASG	Assignor	FHM	Family Household Member	PYE	Payee
ATY	Attorney	GDF	Garnishee Defendant	RTN	Restitution Recipient
BON	Bondsman	INT	Interpreter	SPA	Special Prosecuting Atty
BRT	Breath Analyzer Tech	MNR	Minor	TDF	Third Party Defendant
CNS	Consolidated Payee	OFF	Officer	TRU	Truant (Sup Ct only)
CRP	Court Reporter	OTH	Other Party	VCT	Victim
DBA	Doing Business As	OWN	Registered Owner	WTD	Witness for Defense
DEB	Dependant (Sup Ct only)	PAR	Parent (Sup Ct only)	WTP	Witness for Prosecution
DIV	Divertee (Sup Ct only)	PRB	Probation Officer		

For field descriptions, place your cursor on the field desired, and press **F1** for Help Windows; press **F3** to exit Help Windows.

When you are done viewing the screen, you may enter another screen code in the Navigator Command Area, and press **ENTER** to view a different screen, press **ENTER** to return to the JIS Main Menu with the name and case information prefilled, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.

DND - DEFENDANT NAME DUPLICATE INQUIRY SCREEN

The Defendant Name Duplicate (DND) Screen is used to display only defendants attached to cases and alias person records with or without cases. The existence of defendant names in juvenile offender cases is excluded from Level 01 views of the DND Screen pursuant to RCW 13.50.050 (10-13) unless the name is also linked to another non-sealed case.

AT THE JIS MAIN MENU:

1. Type **DND** in the Navigator Command Area
2. Type the Name or partial name of the person to be located in the Name Field
3. Type the Court ID in the Court Field
4. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on    DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                      STATEWIDE COURT DB2P  PUB
dnd   Case:                                     StID:  _ _ _ _ _
      Name: larson, ann                        NmCd:
-----Sign On-----
Court: *sw   User ID:      PUB
```

JIS MAIN MENU (MAM)

The Defendant Name Duplicate Screen will appear:

```
                                07/26/99 11:00:
DG1051MI  Defendant Name Duplicate (DND) STATEWIDE COURT DB2P PUB   2   of 4
----- Case: _____ StID:  _ _ _ _ _
      Name: LARSON, ANN                        NmCd: IN

                                PF3 - Address Duplicate Screen
-  Name: LARSON, ANN MARIE                      Sex: U
  NmCd: IN                                      Race: U

-  Name: LARSON, ANN MARIE                      Sex: F  Ht: 5  1
  NmCd: IN      AKA/DBA: A                      Race: W  Wt: 140
  DOB: 11/13/1974

-  Name: LARSON, ANNA MAE                      Sex: F  Ht: 5  3
  NmCd: IN                                      Race: W  Wt: 120
  DOB: 12/10/1922

-  Name: LARSON, ANNA MARIE                      Sex: F  Ht: 5  3
  NmCd: IN                                      Race: W  Wt: 105
  DOB: 07/24/1966
```

DEFENDANT NAME DUPLICATE (DND) SCREEN

Note: Person Identification Numbers (PIN) such as Social Security Numbers and Driver License Numbers are not available to Level 01.

For address information, press **F3** as indicated on the screen, and the Defendant Address Duplicate (DAD) Screen will appear.

08/03/99 08:46:06	
DG1031MI Defendant Addr Duplicate (DAD) STATEWIDE COURT DB2P PUB 1 of 1	
Case: _____ Csh: _____ Pty: _____ StID: _____	
Name: LARSON, ANN _____ NmCd: IN	
PF3 - Name Duplicate Screen	
_ Name: LARSON, ANN LOUISE 34102 S 8 AVE ROY WA	Update: 08/05/1996 by EJO from GRD
_ Name: LARSON, ANN MARIE 4121 81ST PLACE NE MARYSVILLE WA	Update: 06/18/1998 by JJK from CAS
_ Name: LARSON, ANN MARIE 718 N 5 ST RENTON WA	Update: 11/22/1991 by SDS from REM
_ Name: LARSON, ANN MARIE 5826 186TH AV CT E SUMNER WA	Update: 04/29/1997 by JXM from S27

Press **F3** to return to the DND Screen.

To select a person for a list of non-civil or civil cases, place an **X** on the blank to the left of the name, and press **ENTER**. The JIS-Main Menu will appear with the person information prefilled in the appropriate fields.

Type **SNCI** or **CNCI** in the Navigator Command Area, and press **ENTER** to retrieve a list of cases for the person selected. If the CNCI Command is entered, you must also select a specific court. To select a specific case, place an **X** on the blank to the left of the name, and press **ENTER**. The JIS Main Menu will appear with all required information prefilled in the appropriate fields. You may now enter specific screen requests in the Navigator Command Area to display information about the case.

NCC - NON-CIVIL CASE FILING INQUIRY SCREEN

The Non-Civil Case Filing Inquiry (NCC) Screen is used to display information for a non-civil case in a district or municipal court.

AT THE JIS MAIN MENU:

1. Type **NCC** in the Navigator Command Area
Note: If you search a name using the SNCI Command, select a name, and press **ENTER**, the information below will automatically prefill in the appropriate fields.
2. Type the case number in the Case Field
Note: The case type is optional. If there are two cases with the same case number, the system will display a selection window to allow you to choose between the cases.
3. Type the name of the person to be located in the Name Field.
4. Type **IN** or **CV** in the first field of the Name Code Field
5. Type the Court ID in the Court Field
6. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on    DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                      STATEWIDE COURT DB2P  PUB
ncc      Case: CR0021352                             StID:  _  _  _  _
          Name: martin, rob allen                      NmCd: in
-----Sign On-----
Court: evm      User ID:      PUB
```

JIS MAIN MENU (MAM)

The Non-Civil Case Filing Inquiry Screen will appear:


```
07/07/99 10:37:29
DN1001MI Case Filing Inquiry (NCC)      EVERETT MUNICIPAL      PUB  1 of  1
Case: CR0021352 EPD CT                  StID:  _ _ _ _ _
Name: MARTIN, ROB ALLEN                  NmCd: IN

Filing Date: 10 14 1997      Case Type: CT      Criminal Traffic
Case      : CR0021352 EPD      Jur: EVE      Orig Agency No.: 97-20757
Name Code : IN                  Party: DEF 1
Name      : MARTIN, ROB ALLEN
Address   : 1914 CEDAR
City/St/Zip: EVERETT              WA 98201      Sex: M  DOB: 05 22 1972

Viol Date : 10 14 1997      Speed      in a      Zone      Accident: N
---Violation-----Description-----DV---Bail-----Plea/Response-Finding/Jdgmnt
46.20.342.3      DWLS 3RD DEGREE      N      500.00      NG 10 14 1997      G 03 03 1998

Amt Due :      500.00      Case Disposition:
Officer : 00194 PERSELL, THOMAS
```

CASE FILING INQUIRY (NCC) SCREEN

Note: Person Identification Numbers (PIN) such as Social Security Numbers and Driver License Numbers are not available to Level 01.

When you are done viewing the screen, you may enter another screen code in the Navigator Command Area, and press **ENTER** to view a different screen, press **ENTER** to return to the JIS Main Menu with the name and case information prefilled, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.

NMD - NAME DUPLICATE SCREEN

The Name Duplicate (NMD) Screen is used to display all case-related individuals. Case-related individuals include defendants, witnesses, payers, interpreters, and others who may have person records in JIS and are attached to cases. The existence of defendant names in juvenile offender cases is excluded from Level 01 views of the NMD Screen pursuant to RCW 13.50.050 (10-13) unless the name is also linked to another non-sealed case.

AT THE JIS MAIN MENU:

1. Type **CDK** in the Navigator Command Area
Note: If you search a name using the SNCI Command, select a name or case, and press **ENTER**, the information below will automatically prefill in the appropriate fields.
2. Type the name or partial name of the person to be located in the Name Field
3. Type the Court ID in the Court Field (*SW for statewide)
4. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on    DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                      STATEWIDE COURT DB2P  PUB
nmd   Case:                                     StID:  _  _  _  _
      Name: martin, r                           NmCd: in
-----Sign On-----
Court: *sw   User ID:      PUB
```

JIS MAIN MENU (MAM)

The Name Duplicate Screen will appear:

```
07/07/99 10:28:07
DG1051MI Name Duplicate (NMD)                      STATEWIDE COURT DB2P PUB    1    of 1
SNCI Case:                                     StID:  _  _  _  _
      Name: MARTIN, ROB                           NmCd: IN

  Name: MARTIN, ROB ALLEN                        Sex: M  Ht: 6  1
  NmCd: IN                                       Race: W  Wt: 190
  DOB: 05/22/1972   Phy Desc: SSN# 534761437

- Name: MARTIN, ROBBIE JAY                        Sex: M  Ht: 5 11
  NmCd: IN                                       Race: W  Wt: 150
  DOB: 08/18/1972

- Name: MARTIN, ROBBYNNE J                        Sex: F  Ht: 5  3
  NmCd: IN                                       Race: W  Wt: 108
  DOB: 05/01/1952

- Name: MARTIN, ROBERT                            Sex: M
  NmCd: IN                                       Race: W
  DOB: 04/09/1930
```

NAME DUPLICATE (NMD) SCREEN

Note: Person Identification Numbers (PIN) such as Social Security Numbers and Driver License Numbers are not available to the Level 01.

To select a person for a list of non-civil or civil cases, place an **X** on the blank to the left of the name, and press **ENTER**. The JIS-Main Menu will appear with the person information prefilled in the appropriate fields. You may now enter specific screen requests in the Navigator Command Area to display information about the case.

PAR - PARTICIPANTS INQUIRY SCREEN

The Case Participants Inquiry (PAR) Screen allows you to view the parties in a civil or non-civil case and the case status in superior, district, or municipal court cases.

AT THE JIS MAIN MENU:

1. Type **PAR** in the Navigator Command Area
Note: If you search a name using the SNCI or CNCI Command, select a name or case, and press **ENTER**, the information below will automatically prefill in the appropriate fields.
2. Type the case number in the Case Field
Note: The LEA portion of the Case Number Field will always be blank for civil cases. The case type is optional. If there are two cases with the same case number, the system will display a selection window to allow you to choose between the cases.
3. Type name of the person in the Name Field
4. Type the Court ID in the Court Field
5. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on   DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                      STATEWIDE COURT DB2P  PUB
par  Case: CR0021352 EPD CT                          StID:  _  _  _
      Name: martin, rob allen                        NmCd:
-----Sign On-----
Court: evm    User ID:      PUB
```

JIS MAIN MENU (MAM)

The Participants Inquiry Screen will appear:

```
                                07/07/99 10:38:49
DG1201MI Participants Inquiry (PAR)      EVERETT MUNICIPAL      PUB 1__ of  1
_____ Case: CR0021352 EPD CT  Csh:      Pty: DEF 1_  StId:  _  _  _
      Name: MARTIN, ROB ALLEN            NmCd: IN

Case: CR0021352 EPD CT

SEL                Parties                NmCd      Bgn Eff Dt End Eff Dt
- - - - -
  DEF 1  MARTIN, ROB ALLEN                IN          10/14/1997
```

PARTICIPANTS INQUIRY (PAR) SCREEN

Note: The following non-litigant participant names are excluded from this screen:

ASG	Assignor	FHM	Family Household Member	PYE	Payee
ATY	Attorney	GDF	Garnishee Defendant	RTN	Restitution Recipient
BON	Bondsman	INT	Interpreter	SPA	Special Prosecuting Atty
BRT	Breath Analyzer Tech	MNR	Minor	TDF	Third Party Defendant
CNS	Consolidated Payee	OFF	Officer	TRU	Truant (Sup Ct only)
CRP	Court Reporter	OTH	Other Party	VCT	Victim
DBA	Doing Business As	OWN	Registered Owner	WTD	Witness for Defense
DEB	Dependant (Sup Ct only)	PAR	Parent (Sup Ct only)	WTP	Witness for Prosecution
DIV	Divertee (Sup Ct only)	PRB	Probation Officer		

When you are done viewing the screen, you may enter another screen code in the Navigator Command Area, and press **ENTER** to view a different screen, press ENTER to return to the JIS Main Menu with the name and case information prefilled, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.

VIO - ADDITIONAL VIOLATIONS INQUIRY SCREEN

The Additional Violations Inquiry (VIO) Screen displays non-civil case filing information if there are more than three violations for a district or municipal court case.

AT THE JIS MAIN MENU:

1. Type **VIO** in the Navigator Command Area
Note: If you search a name using the SNCI Command, select a name, and press **ENTER**, the Name Duplicate Screen will appear. Select a case, and press **ENTER**; the information below will automatically prefill in the appropriate fields.
2. Type the case number in the Case Field
Note: The case type is optional. If there are two cases with the same case number, the system will display a selection window to allow you to choose between the cases.
3. Type the name of the person in the Name Field
4. Type **IN** or **CV** in the first field of the Name Code Field
5. Type the Court ID in the Court Field
6. Press **ENTER**

```
D0377I  Public Access Security Lev 01 signed on      DG0000SX  07/07/99 10:26:45
DM1002MX JIS Main Menu (MAM)                      EVERETT MUNICIPAL  DB2P  PUB
vio  Case: CR0021352                               StID:  _ _ _ _ _
      Name: martin, rob                             NmCd: in
-----Sign On-----
Court: evm    User ID:      PUB
```

JIS MAIN MENU (MAM)

The Additional Violations Inquiry Screen will appear:

```
DN1011MI Addl Violations Inquiry (VIO)            EVERETT MUNICIPAL  PUB  1 of 1
Case: CR0021352 EPD CT                             StID:  _ _ _ _ _
Name: MARTIN, ROB ALLEN                             NmCd: IN

Filing Date: 10 14 1997      Orig Agency No.: 97-20757
Case      : CR0021352 EPD CT      Criminal Traffic
Name      : MARTIN, ROB ALLEN
Name Code : IN                  Party Code: DEF 1  Case Disposition:

Viol Date : 10 14 1997      Speed      in a      Zone      Accident: N
Mandatory
---Violation---Description---DV---Bail-----Plea/Response-Finding/Jdgmnt
46.20.342.3      DWLS 3RD DEGREE      N      500.00  NG 10 14 1997  G  03 03 1998
```

ADDITIONAL VIOLATIONS INQUIRY (VIO) SCREEN

When you are done viewing the screen, you may enter another screen code in the Navigator Command Area, and press **ENTER** to view a different screen, press **ENTER** to return to the JIS Main Menu with the name and case information prefilled, or press the Clear key (**PA1**) to return to a blank JIS Main Menu.